October 2009

GSEG Grant Pilot Test Quick Checklist for Registration

To register your school
NOTES:
- **Registration for schools has been extended until November 17.**
- **You do not need to register your school. If you prefer, you can go directly to page 2 to register your students. The deadline is November 18.**

1. http://iservices.measuredprogress.org/
2. Choose Montana, Click Enter

Welcome to Online Client Services!

Select your state/contract and click "Enter" to begin:

Montana ⌄   Enter

3. Choose

Montana CRT-M (GSEG)
School Registration

4. Scroll to the bottom of the page

Click to register for the Montana GSEG Pilot Test

5. Complete the following information. If you are registering more than once school in your system, press "Next".

*	System Code	
*	School Code	
*	Participate	○ Yes ○ No
*	SystemTest Coordinator Name	
*	SystemTest Coordinator Phone	( ) ext.
*	SystemTest Coordinator Email	

Next   Clear

5. If you are registering more than one school in your system, press "Next." When you are finished use the log out link at the right top of the screen.

Current User: 0902   Log Off

Montana CRT-M Pilot Registration

The Montana Office of Public Instruction provides vision, advocacy, support, and leadership for schools and communities to ensure that all students meet today's challenges and tomorrow's opportunities.

To register your students

1 and 2. Repeat #s 1 and 2 on page 1

3. Choose   Montana CRT-M (GSEG) Student Registration

4. Enter MARS system or school user name and password

User Name

Password

Login

5. At top of the page click GSEG Student Registration

Montana CRT-M Pilot Registration

Home   **GSEG Student Registration**

6. Select school from the pull down menu (system users only). If you used the school MARS username and password, you will not need to select the school.

School:

Select School

7. Students, both IEP and general education, will be listed

Registered	Student ID	Grade	Last Name	First Name	IEP	Eligible Reading	Eligible Math

8. Print the list of students

Print

9. Use *GSEG Grant Pilot Test EASY TO USE Eligibility Guidelines* to determine which IEP students should participate. http://www.opi.mt.gov/Assessment/SpecProj.html
10. Send parent letters to eligible IEP students and all general education students on the list. http://www.opi.mt.gov/Assessment/SpecProj.html
11. On November 18, finalize registration by checking the boxes next to the student's ID for
    a. IEP students who are both eligible and for whom you have not received a parent request for the student not to participate.
    b. General education students for whom you have not received a parent request for the student not to participate.
12. Select the "Update Registration" icon and log out according to direction #5 on page 1.

Test Window:
January 6 - February 26, 2010
If you have questions or need assistance, please contact:
Gayle Allen, Assessment Administrative Specialist, gallen2@mt.gov or 406-444-3511
Judy Snow, State Assessment Director, jsnow@mt.gov or 406-444-3656